



***United States Department of Agriculture (USDA)
eGovernment Program***

***Self-Service “Retrieve My Forgotten User ID”
User Guide***

June 29, 2006





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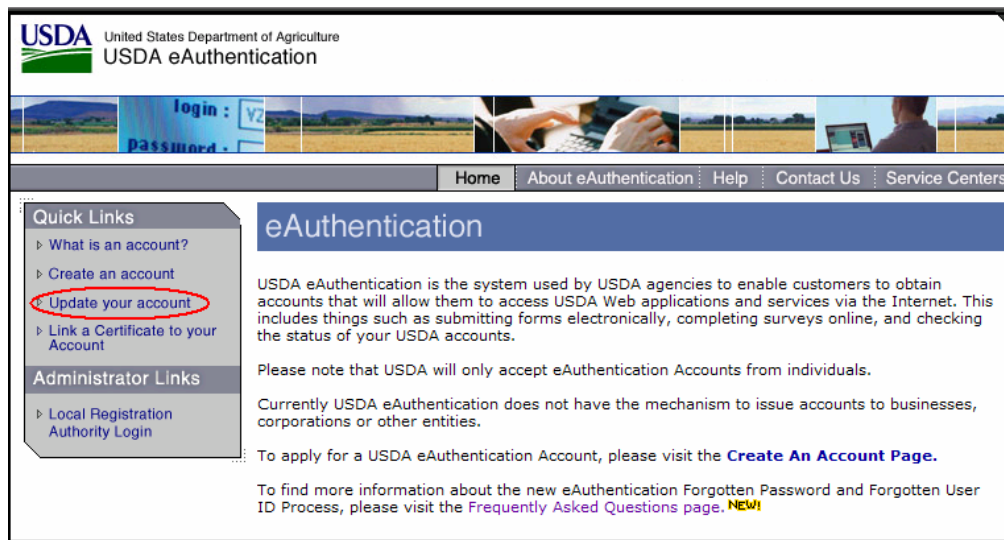
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1 Retrieve My Forgotten User ID

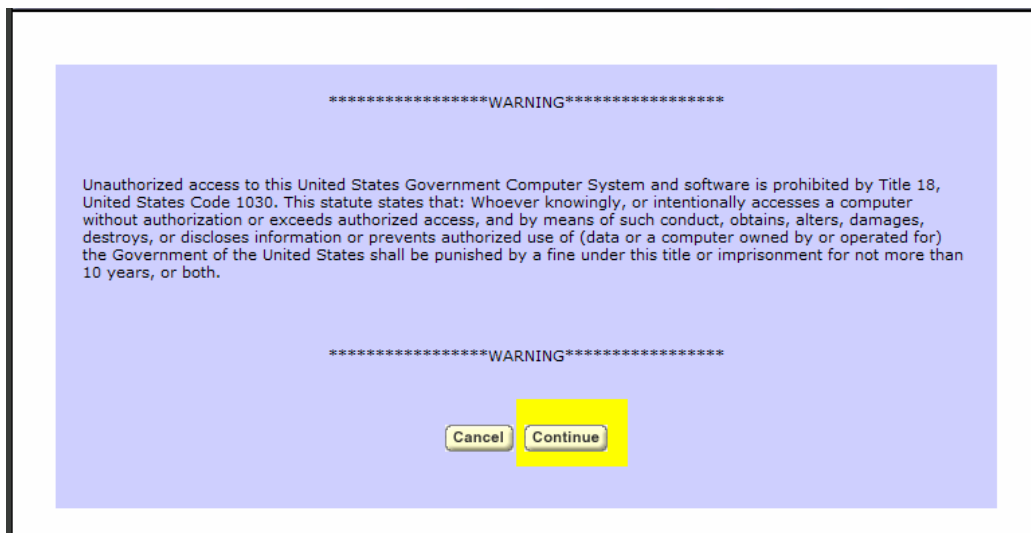
Follow the steps below to retrieve your forgotten User ID. This process can be used for all account types (Level 1, Level2 and Employee).

Step 1 - Go to: <http://www.eauth.egov.usda.gov/>

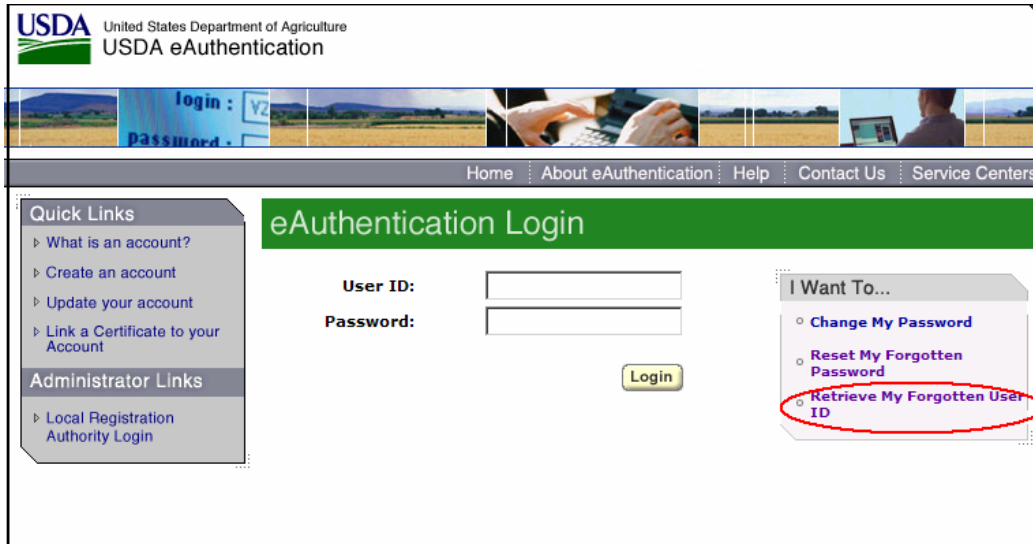
Step 2 - Click on **Update your Account**.



Step 3 – Click **Continue** on the “Warning” page.



Step 4 - On the eAuthentication Login page, in the **I Want To...** box, click on **Retrieve My Forgotten User ID**.



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login : v2
Password :

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Quick Links

- What is an account?
- Create an account
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- Link a Certificate to your Account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

User ID:

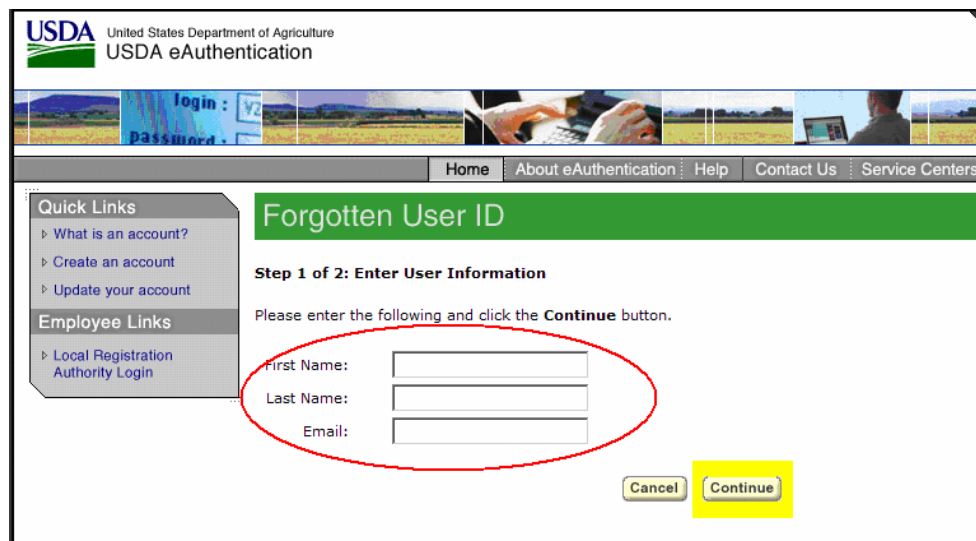
Password:

Login

I Want To...

- Change My Password
- Reset My Forgotten Password
- Retrieve My Forgotten User ID**

Step 5 – Enter your First Name, Last Name and Email, and then click **Continue**. If your name does not exactly match the information in your account you will not be able to retrieve their User ID. **Note:** If you have Level 2 accounts your name must be the same as on the Photo ID you presented to the Local Registration Authority.



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login : v2
Password :

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Employee Links

- Local Registration Authority Login

Forgotten User ID

Step 1 of 2: Enter User Information

Please enter the following and click the **Continue** button.

First Name:

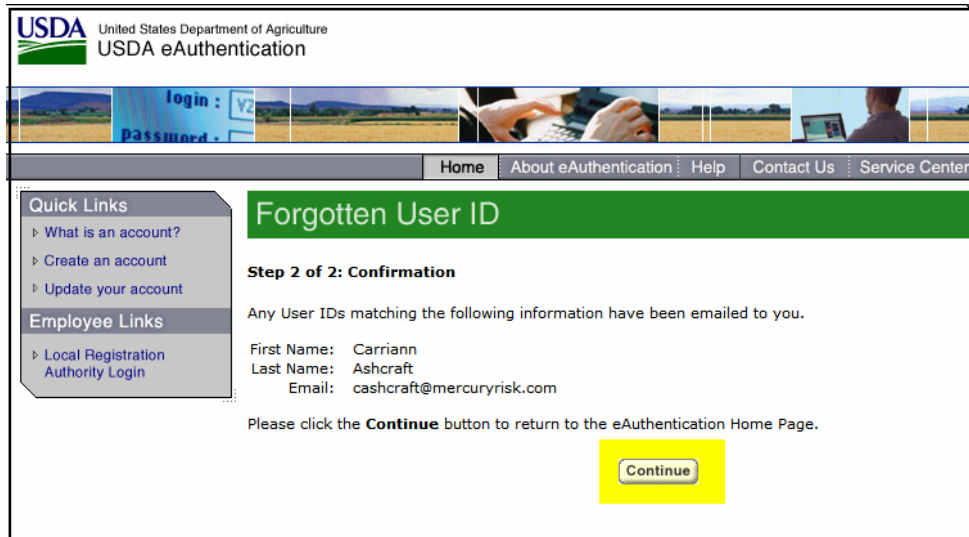
Last Name:

Email:

Cancel Continue

Step 6 – An email will be sent to you containing your User ID. Click **Continue** to return to the eAuthentication Home Page.

Note: If you have multiple User IDs, you will receive a separate email for each User ID. If you do not receive an email containing your User ID, please refer to guidance provided in Section 2, “Retrieve My Forgotten User ID Technical Support”.



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login : VZ
password :

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Employee Links

- Local Registration Authority Login

Forgotten User ID

Step 2 of 2: Confirmation

Any User IDs matching the following information have been emailed to you.

First Name: Carriann
Last Name: Ashcraft
Email: cashcraft@mercuryrisk.com

Please click the **Continue** button to return to the eAuthentication Home Page.

Continue

2 Retrieve My Forgotten User ID Technical Support

For further assistance, please review the [eAuthentication FAQs](#) or contact the ITS Service Desk @ 1-800-457-3642 or eAuthHelpDesk@usda.gov.